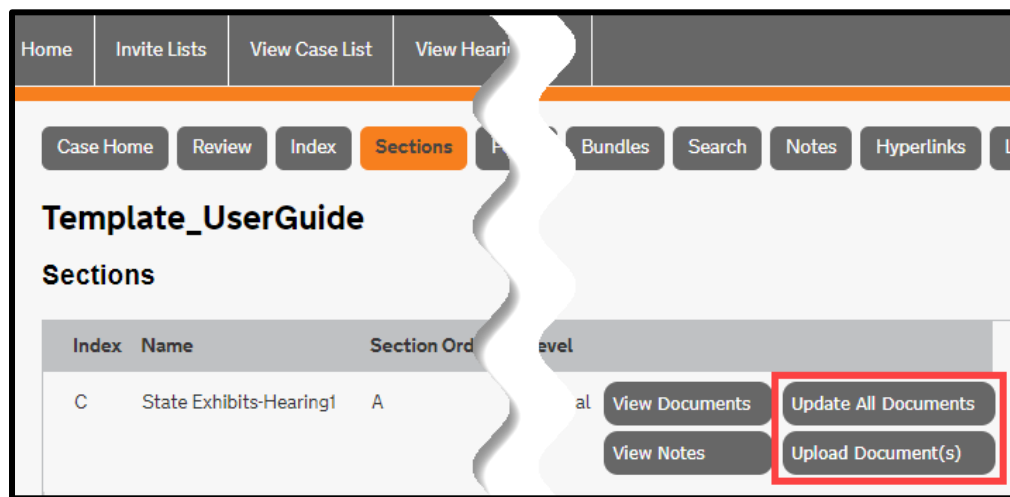


## Digital Evidence Tracking Physical Exhibits

The digital evidence portal provides a standard solution for the submission, management, and storage of digital case exhibits; however, there is a need for the record in the portal to accommodate for any record of physical exhibits. Tracking physical exhibits in the portal will allow for one, complete record of all exhibits within a case. *The actual, physical exhibits will be stored per normal court policy/procedure.*

The placeholder options listed below may be considered by courts to accommodate for physical exhibits that are submitted to the clerk/court. **The physical exhibit placeholder should be uploaded into the appropriate section of an existing bundle;** Access Portal > View Case List > Locate Case > Update Case > **Sections tab** > Locate Section > Select **Upload Document(s)**

When the placeholder document/image is uploaded, the file name will display as the 'Document Title.' **To update the Document Title or Document Number;** within the case select **Sections tab** > Locate Section > Select **Update All Documents** > Click on the desired field > Update the Number/Title (*changes automatically save*)



### 1. Upload a Placeholder Document into the Appropriate Section

- a. **Include any information that the clerk/court deems appropriate**, such as:
  - i. Generic Text – refer to [example placeholder document](#)
  - ii. Physical Tag Information (*requires manual data entry by the clerk*)
  - iii. Storage Location of Exhibit (*requires manual data entry by the clerk*)
- b. **Save the document with a specific naming convention**, such as: *Physical Exhibit Placeholder*
- c. **Upload the document into the appropriate section** in the digital evidence portal

**2. Upload a Picture of the Physical Exhibit into the Appropriate Section**

- a. Obtain picture by
  - i. a court-provided electronic device (*camera, phone, laptop, iPad, etc.*)
  - ii. email
- b. Save the image with a specific naming convention, such as:  
*PhysicalEvidence\_Description\_Location\_Date*
- c. Upload the image into the appropriate section in the digital evidence portal

**3. Upload a Copy of Physical Exhibit Tag/Worksheet into the Appropriate Section**

- a. Prior to affixing the tag to the physical evidence, copy/scan the prepared tag/worksheet
- b. Save the copy/scan with a specific naming convention, such as:  
*PhysicalEvidenceTag\_Description\_Date*
- c. Upload the document/image into the appropriate section in the digital evidence portal

# PHYSICAL EXHIBIT PLACEHOLDER

PLEASE REQUEST PHYSICAL  
EXHIBIT ITEM FROM CLERK